

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DPS0478341</u>	DATE POSTED: <u>12/16/13</u>
POSITION NO: <u>949675</u>	CLOSING DATE: <u>12/30/13</u>
POSITION TITLE: <u>OFFICE SPECIALIST</u>	
DEPARTMENT NAME / WORKSITE: <u>EMERGENCY MEDICAL SERVICE - CHINLE, ARIZONA</u>	
WORK DAYS: <u>MON - FRI</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>Y58A</u>
WORK HOURS: <u>8:00 AM - 5:00 PM</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u>40</u> \$ <u>23,420.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> Duration: \$ <u>11.26</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Screen and distribute all incoming telephone calls, receive visitors and log in all incoming correspondence and/or reference material route to appropriate staff. Handle all files, typing, travel arrangement, minute taking and reports as requested for, prepare data quarterly and annually. Prepare material for meeting agenda, take and type minutes from meetings, conferences and distribute upon request or directed. Type and take transcribe dictation; composes correspondence in accordance with instructions or using independent judgment, must have knowledge of the office procedures and policies, answers inquiries or interpretation of the Navajo Nation Personnel Policies Manual, Travel Policies and Department Rules and Regulations manual. Develops and maintains a filing system which includes confidential documents for all personnel, training/travel information. Schedule appointments, arrange and confirms meetings with various officials and entities. Prepares or supervises the preparation of reports on records of office activities, personnel equipment, procurement, timekeeping, budget and related activities, may supervise and assist in the work of clerical employees (Office Assistant).

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A High School Diploma or GED. Two (2) years of general office work, public contact or related experience; or an equivalent combination of training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Must have good communication skills with public and other employees, good in language and grammar and arithmetic, must be diligent, resourceful, tactful, have good judgment skills, be independent and be trustworthy.

Special Requirements:

PREFERRED: Valid state vehicle operator license. Within ninety (90) days of employment must obtain a Cardiopulmonary Resuscitation (CPR) First Aid card; Navajo Nation Vehicle Operators Permit.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.